

**Minutes of the Full Council Meeting**

**held THE BEECHES COMMUNITY CENTRE, Birch Court, Tuxford on Thursday  
19 January 2023, commencing 7:02pm**

**PRESENT:** Cllrs G Frost (Chair of the meeting), P Downing, R Patman, M Richards, S Richardson, K Rutherford, and R Walker.

**IN ATTENDANCE:** Clerk, Cllr J Moorhouse (was in attendance via Zoom), County Councillor Ogle and six members of the public were also present.

**FC191 Inform Members and the Public (if any in attendance) that the meeting is being recorded.**

Meeting is recorded for the purpose of accurate minute recording. Recordings are destroyed once minutes have been approved.

**FC192 Apologies for Absence**

Cllr E Bett and District Councillors Isard and Stanniland

**RESOLVED:** Reasons for apologies were given and accepted.

**FC193 Declarations of Interest**

There were no declarations of interest.

**FC194 Minutes of the previous meeting held on 17 November 2022** (folio ref 2022/120-128)

**RESOLVED:** Proposed by Cllr KR, seconded by Cllr PD, all in favour that the minutes of the meeting held above, having been circulated prior to the meeting, were taken as read, approved, and signed by the chairman as an accurate record.

**FC195 Action Update from previous meeting**

*FC156 (20.01.2022) – CIL Letter to Bassetlaw District Council and FC179 – Assistance re CIL money at Bassetlaw District Council – ONGOING: Response from Cllr Naish received and distributed to all councillors. Some councillors felt that the reply did not give an answer. ACTION: Cllr JM to response to Cllr Naish for further clarification. Cllr PD to check back on dates regarding original length of time for request.*

*FC008 (21.04.2022) – Surface Flooding – Lincoln Road – Cllr Ogle – ONGOING. Cllr Ogle has no further update to give at the present time.*

*FC018 (21.04.2022) – Newark Road Car Park – Car Park and Electric Points – Cllr JM has emailed the headmistress at Tuxford Primary Academy to ask them to obtain further clarity and ask them to re-visit that decision, followed this up but still no response. ACTION: Clerk to make land registry search on land.*

2022/132

Newark Road car park – electric points. Company approached advised that the cost for installation of these points is not cost effective. Currently in talks with other companies. ONGOING.

*FC115 (18.08.2022) – Gilbert Avenue Playing Field* – Cllr JM is awaiting on a response from Bassetlaw District Council. Followed up 01/12/22, 10/01/23 and 18/01/23 – still no response. ONGOING.

*FC156 (20.10.2022) – Solar Panels – EPC's* – **ACTION:** Ongoing, Cllr Ogle currently has no further information.

*FC159 (20.10.2022) – Floral Displays* **ACTION:** Ongoing. Contacted Town Hall, awaiting a reply from parks and gardens

*FC162 (20.10.2022) – NP – Clarify structure and timeline* – **RESOLVED:** Cllr RW confirmed that there is another meeting with the consultant and Bassetlaw District Council on the 02 February 2023, then by April 2023 the town council need to show significant progress. Updates will continue to be given at the full council meetings.

*FC163 (20.10.2022) – Cemetery Memorial Check* **ACTION:** Clerk confirmed ICCM have been instructed to undertake the check. Confirmation from Diocese of Southwell has been received regarding the consecrated land. Work will be undertaken 18-20 April 2023. Consultation period will commence shortly.

*FC176 – CIL for Industrial Development - Check* **ACTION:** Lead NP Planner for Bassetlaw District Council confirmed that the Walkers Development and Co-op are both showing as CIL liable.

*FC178 Councillor Report – Cinder Path* **ACTION:** Cllr RW has written to Countryside Access at Notts CC regarding this. Discussed under item FC204 below.

*FC179 Accept BHIB Quote* **RESOLVED:** Clerk actioned.

*FC181 Air Pollution Readings* **RESOLVED:** Cllr JM confirmed that she had send Cllr PD the readings provided by Bassetlaw District Council.

*FC185 Alter timings for Christmas lights* **RESOLVED:** Clerk actioned.

**FC196 To receive, accept and resolve to approve any recommendations (if any) contained within the minutes/notes of the following meeting:**

Planning Committee 17 November 2022 (folio ref: 2022/118-119)

**RESOLVED:** Proposed by Cllr GF, seconded by Cllr SR, all in favour that the minutes of the meeting held above, having been circulated prior to the meeting, were noted.

### **FC197 District Councillor and County Councillor Reports**

#### *District Council*

*Cllr Stanniland was not in attendance, having sent his apologies. Nothing to report.*

#### *County Council*

*Cllr Ogle asked for the clerk to seek clarification on who the Tuxford's community police officer is.*

**ACTION:** Clerk to enquire and confirm.

*Cllr JM asked for Cllr Ogle to stay at the meeting under item 16 Parking/Traffic to provide his input.*

*The meeting was adjourned to allow questions from the public at 7:26pm.*

*One member of the public asked about the cemetery, issues with moles and when the compost will be removed. Clerk will action these.*

*One member of the public asked about The Old Grammar School and Reads Exhibition Foundation.*

*There is no association between Reads Exhibition Foundation and Tuxford Town Council, and although this item was not on the agenda their comments were listened to.*

*In October 2021 Tuxford Town Council applied to Bassetlaw District Council to register the Old Grammar School as an Asset of Community Value. This was granted on 04 October 2022, in the hope to guard the building and give a community group or charity the opportunity to purchase the building. Some community groups were aware for over a year of the intention to sell the building.*

*Whilst a few councillors are trustees of this foundation, they do so solely independently of the town council.*

*Tuxford Town Council do not have any jurisdiction over what Reads Exhibition Foundation choose to do with their assets. The member of the public was advised to contact Reads Exhibition Foundation directly to request a meeting with them to discuss further.*

*There were no further comments from the other members of the public present.*

*Cllr GF reconvened the meeting at 7:53pm.*

**FC198 Councillor Applications** – councillor applications and new councillors to sign Declaration of Acceptance of Office.

- *Councillor Applications*
  - Mrs Elaine Cupit-Atkin

**RESOLVED:** Proposed by Cllr GF, seconded by Cllr SR, all in favour to accept Mrs. Cupit-Atkin's application.

- Mr Michael Harris

**RESOLVED:** Proposed by Cllr GF, seconded by Cllr SR, all in favour to accept Mr. Harris's application.

- *New Councillors to sign declaration of acceptance of office and return Register of Members' Interests*

All new councillors returned their Register of Members' interests forms to the clerk.

**RESOLVED:** Declaration of Acceptance of Office were signed by Cllr E Cupit-Atkin and Cllr M Harris. Subsequently signed by the clerk.

Mr Ian Nicholls was not in attendance at the meeting, item deferred to the February meeting. **ACTION:** Clerk to contact to enquire if he still wishes to join.

Cllr GF brought forward item 16 – Parking/Traffic to enable Cllr Ogle to contribute to the discussion.

**FC199 Parking/Traffic** (including speed, incidents on Eldon Street)

Cllr SR advised that there have been several serious incidents. Cllr Ogle advised the clerk to contact someone at Nottinghamshire County Council.

Information provided by Nottinghamshire Police confirmed that the 'camera van team' had commented that Eldon Street is one of their complaint sites and is visited periodically, with the last time being 10/11/2022 between 2pm-3pm. During that period there were 7 speeding offences, 5 being recorded at 35mph, 2 at 37mph and 1 at 38mph. They also stated that other visits have attracted similar numbers and speed. If there are incidents that happen in the evening the team are unable to enforce during that period and invention from Nottinghamshire Police would be required.

Cllr Ogle left the meeting at 8:08pm.

**ACTION:** Clerk to enquire and make contact. To place on February agenda.

**FC200 To Receive Councillor Reports**

*Transport – Nothing to report.*

*Housing – Nothing to report.*

*Roads – Nothing to report.*

*Green Tuxford – Nothing to report.*

*Infrastructure – Nothing to report.*

*Health and Social Care – Nothing to report.*

*Sports and Leisure – Nothing to report.*

*Village Hall Grounds – Nothing to report.*

*Jobs and Businesses – Nothing to report.*

## FC201 Finance

All following paperwork was sent electronically to all members prior to the meeting and paper copies were given to the Chair to authorise in the presence of members and any public present.

### *To approve invoices for payment*

Payments on the report attached at Appendix 'e' were approved and signed  
Bank Transfers totalling £18,849.34.  
Direct Debits totalling £5,839.00.  
Debit Card payments totalling £206.39.  
Cheque payments totalling £0.00.  
Income received totalling **£1,050.13.**

**RESOLVED:** Cllr GF advised she had checked through the above and agreed with the totals. Proposed by Cllr KR, seconded by Cllr GF, all members approved. Chair authorised.

Bank Account Balance of £76,004.26 was approved and Chair authorised.

### *Bank Reconciliation/Budget Variation*

Bank Account Balance at 18.01.2023 of £76,004.26 Co-op Bank,  
£37,161.75 Hampshire Trust Bank and £100.00 Petty Cash float.

Clerk gave all members an up-to-date report on the expenditure, receipts, variances up to and including 18 January 2023, which was sent in advance of the meeting.

**RESOLVED:** Cllr GF advised she had checked through the above and agreed with the totals. Proposed by Cllr KR seconded by Cllr GF, all members approved. Chair authorised.

### *2023.24 – Precept (Full Council Final Draft)*

All relevant paperwork was sent electronically to all members prior to the meeting.

It was agreed at the 18 November 2022 full council meeting that an increase of around 3% is required to maintain the services provided in the town. The final draft has an increase of just under 3%, with the precept rising from £141,064 to £145,296.

A discussion was had regarding general reserves, with a forecast of being around £45,500.

The tax base figure for 2023.24 has been provided by Bassetlaw District Council of 844.38 which equates to their being a slight decrease to the taxpayer.

**RESOLVED:** Proposed by Cllr GF seconded by Cllr KR, all members approved. Vice Chair (who is chairing this meeting) authorised.

**ACTION:** Clerk to submit precept request to Bassetlaw District Council

*To note 2022.23 Interim Internal Audit*

The interim internal audit was completed 02 December 2022 and sent electronically to all councillors prior to the meeting, with paper copies being available at the meeting. Final internal audit will be carried out in April 2023.

**RESOLVED:** Proposed by Cllr KR, seconded by Cllr GF, all in favour to accept internal auditors report.

*CIL Money - update*

Clerk electronically circulated the CIL data up to and including 2021.22. There is currently £19,833.98 being held at Bassetlaw District Council on behalf of Tuxford Town Council.

**RESOLVED:** Proposed by Cllr MH, seconded by Cllr PD, with a vote of 7 to 2 for the town council to apply for an additional bank account and request that the CIL money be held by the town council. Once account has been secured, Clerk to arrange to transfer the monies from Bassetlaw District Council.

**ACTION:** Clerk to organise.

**FC202 Tuxford Regeneration and Facebook posts**

Cllr SR spoke about the town council's code of conduct and the recent Facebook posts.

Clerk advised that this had been referred to the monitoring officer at Bassetlaw District Council in November 2022, as the town council and councillors were mentioned in the post. She stated that the monitoring officer will determine whether a breach has been made.

**ACTION:** Deferred until a response has been received from Bassetlaw District Council.

**FC203 To review and approve the following policies:**

- Publication Scheme

**RESOLVED:** Proposed by Cllr GF, seconded by Cllr SR, all in favour to approve the Publication Scheme.

- Social Media Policy

**RESOLVED:** Proposed by Cllr GF, seconded by Cllr RW, all in favour to approve the Publication Scheme.

### **FC204 Capital Projects**

Cllr RW stated that a £714,000 Rural Development grant was available, with an expression of interest to be received by Bassetlaw District Council by 24 November 2022. An initial list was compiled by Cllr's RW, KR and JM (so not to lose out on applying). No further information has been received.

**ACTION:** Cllr RW to follow up with Bassetlaw District Council and send a copy to all councillors.

### **FC205 Cinder Path**

Following on from Cllr RW contact with Nottinghamshire County Council, no response has been received.

**ACTION:** Cllr RW to contact the chairman of East Markham Parish Council to set up a meeting to make a proposal to Nottinghamshire County Council.

### **FC206 Pollution**

Cllr PD advised that he is still waiting a decision on the sound barrier/fencing along the A1 but feels confident that it will happen.

**RESOLVED:** It was proposed by Cllr RW, seconded by Cllr MR, all in favour to purchase two particulate matter monitors for the town,

**ACTION:** Cllr RW to liaise with Cllr PD to decide which make/model to purchase (up to a value of £100 each). Clerk to make purchase when advised on which one.

### **FC207 Warm Hub**

Cllr JM advised that further funding of £1,190 has been received from Bassetlaw District Council, which will ensure that food is available until the end of March 2023.

It was agreed that the funding will be monitored.

She went on to thank Tuxford Community Events for the outstanding work they are doing to ensuring the warm hub is a success.

### **FC208 Grant Application Request**

#### *2<sup>nd</sup> Tuxford Scout and Guide Group*

An application for funding of £300 has been received to help towards costs, lost due to covid-19. To enable them to not increase subs charged each week – to help parents/guardians who may be finding it difficult financially.

**RESOLVED:** Cllr GF explained that the town council can't accept any more grant applications this year, due to more money than what has been budgeted for in the

2022.23 precept being issued to applicants and funds from other budgets have been used to cover this. All in favour.

**ACTION:** Clerk to contact 2<sup>nd</sup> Tuxford Scout and Guide Group to advise them to apply again next year when the next budget becomes available.

### **FC209 The Beeches Community Centre**

Both Cllr JM and the clerk have contacted Bassetlaw District Council for an update to correspondence sent in November 2022 and on 05 January 2023. Awaiting a response from Bassetlaw District Council.

**ACTION:** Clerk to continue to monitor and update at a future meeting.

### **FC210 Council Reform**

Cllr PD stated that he would like to call at Extra Ordinary meeting to discuss the structure and objectives of the town council, to ensure effective processes are in place.

It was suggested that this would be addressed by the revised Neighbourhood Plan.

**ACTION:** Cllr PD to seek an extra ordinary meeting and make a request to the chairman, copying in the clerk.

### **FC211 Clerk Report**

**NOTED:** All Councillors noted the contents of the report.

Cllr KR suggested that the leaves are disposed of top right-hand corner of Gilbert Avenue playing field.

All councillors agreed to dispose of the crockery from the old village hall that is no longer fit for purpose. **ACTION:** Clerk to advise grounds maintenance staff to dispose of them.

### **FC212 Update on Regeneration Group**

Cllr KR advised that he would be seeking a meeting between the regeneration group and Reads Exhibition Foundation.

There was no further update at the moment.

### **FC213 Update on Town Plan and Neighbourhood Plan**

Discussed under item FC195 above, point FC162.



**FC214 To receive items for information and future agenda items.**

Cllr GF asked that all councillors consider 9(b) of the standing orders, where no motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

This enables the clerk to provide information on the proposed motion to all councillors when they are submitting the agenda pack and for all councillors to be able research the proposal prior to the meeting, thus enabling them to make an informed vote.

*Items for Information*

- Committee Members

Clerk advised that with the recent resignations of several councillors, there is a need for additional councillors on the following committees:

Planning – 1 Councillor – Cllr RP  
Finance and Services – 1 Councillor ECA  
Personnel – 2 Councillors – Cllr ECA and Cllr MH

**RESOLVED:** All in favour to appoint the above councillors to be committees. To be ratified at the next Full Council meeting.

- Asset of Community Value – Old Grammar School, Lincoln Road, Tuxford

Correspondence has been received from Bassetlaw District Council to confirm that they've received notification that the property owner intends to dispose of the site.

In accordance with the Localism Act 2011, a 6-week moratorium period now applies from the date of the notification. An update will be made where possible.

*Future agenda items*

- Artificial Christmas Tree – Clerk
- Sewage Update – Cllr KR
- NHS Sculpture – Cllr ECA
- Communication with the Community – Cllr RP

**FC215 Private and Confidential – Staffing and Recruitment**

Cllr GF read out the following statement.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 PRIOR TO THE COMMENCEMENT OF THE NEXT BUSINESS, THE FOLLOWING RESOLUTION WAS PROPOSED, SECONDED AND "That in view of the confidential nature of the business about to be transacted, it is advisable in

the public interest that the press and public be temporarily excluded, and they are instructed to withdraw”

*Annual Appraisal*

**RESOLVED:** Following the annual appraisal of a member of staff, it was proposed by Cllr GF, seconded by Cllr MR, all in favour to award a salary increment of 1 step on the salary scale. This will be effective 01 February 2023.

*Seasonal Grounds Maintenance Operative*

**RESOLVED:** Proposed by Cllr GF, seconded by Cllr SR, all in favour for the Clerk and Grounds Maintenance Supervisor to undertake the recruitment process for the seasonal ground’s maintenance operative, from the advertisement to employing.

**FC216 Date of next meeting**

**RESOLVED:** Proposed by Cllr GF, seconded by Cllr SR, all in favour to amend the next advertised meeting scheduled for Thursday 16 February 2023 to Thursday 23 February 2023.

Next meeting will be Thursday 23 February 2023.

The Chair thanked Councillors for their contributions to the meeting.

With there being no further business, the meeting closed at 9:48pm.

CHAIRMAN’S SIGNATURE..... DATE .....